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AMENDMENTS TO THE SOLICITATION

1. The date and time by which proposals are due is extended to 2/26/2003, 4:00 P.M. local time.

2. EPA's response to technical question number Q6 under Amendment no. 1 is clarifies as follows:

Q6. Are we to assume that EPA is looking to evaluate only information presented in Tables 1-9 in Attachment 5 for Criteria A, B, E, F, and G, or will additional text that offerors provide to supplement the information presented in these tables be considered?

A6. In general, EPA will evaluate proposals in accordance with the provisions in Section M of the solicitation. EPA will evaluate technical proposals in accordance with EPAAR 1552.215-71, Evaluation Factors for Award. Technical proposals will be evaluated only against the criteria set forth in Attachment 4. The Technical Proposal Instructions, Attachment 5, expand the instructions set forth in Section L. The tables are required to promote consistency and to ease the evaluation process. **Offerors shall provide only the information required in the tables, plus the résumés required under B.1 and B.2 of the Technical Proposal Instructions.** The tables may be modified to display the required information more effectively provided the information is limited to that required under the technical proposal instructions.

3. The Section M clause entitled "EVALUATION OF CONTRACTORS' SMALL BUSINESS SUBCONTRACTING PLAN" has been added. The text is as follows:

The plan described in Section I and required under section L, entitled "Small Business Subcontraing Plan," will be evaluated as acceptable or not acceptable. Notwithstanding the evaluation of an offeror with respect to the technical evaluation criteria and the evaluation of an offeror's cost, an offeror that submits a plan that ultimately is unacceptable at the time of award will not be eligible for a contract award.

4. The attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified to clarify the information required under Subcriteria B.1 and B.2. The text is as follows:

So that EPA may evaluate technical proposals in accordance with the Technical Evaluation Criteria, offerors must address the following in their technical proposals. These

technical proposal instructions expand the instructions set forth in the provision under Section L entitled, "Instructions for the Preparation of Technical and Cost or Pricing Proposals (EPAAR 1552.215-72). Technical evaluation of proposals will be based on the Technical Evaluation Factors in Attachment 4.

1. Technical proposals shall be limited to a total of 150 typed pages including contents pages, supporting appendices, and résumés. Excluded from the page limitation is: (1) past performance reference information to be submitted in accordance with Provision L.13, EPAAR 1552.215-75(b), (2) title page, (3) section tabs, and (4) Quality Management Plan. Paper size shall be 8 ½" x 11". Pages shall have at least a 3/4" margin on all sides. Excluded from the margin restriction are borders and logos. Type shall not be smaller than 12 characters per inch. The smaller 10 characters per inch font size is acceptable for non-text items, such as tables, graphics, and exhibits. Any information contained on pages that exceed the page limit shall not be evaluated. CD Rom or other recorded formats are not acceptable.
2. The technical proposal must be prepared as a separate part of the total proposal package, and shall be specific and sufficiently detailed as to allow a complete evaluation of the offeror's method for satisfying the requirements set forth in the RFP. All cost or pricing details shall be omitted from the technical proposal.
3. The technical proposal shall comprehensively address each of the criteria described in the TECHNICAL EVALUATION CRITERIA, and shall be prepared in exactly the same order, using the same number/lettering system for all criteria and subcriteria. Include within the proposal section for an individual criterion/subcriterion all material that is to be evaluated thereunder. Only what is included under the individual criterion/subcriterion will be used for evaluation of that particular item. For Criterion E, offerors shall provide information in accordance with solicitation provision L.9, Past Performance Information (EPAAR 1552.215-75).
4. The term "offeror" as used in the TECHNICAL PROPOSAL INSTRUCTIONS and the TECHNICAL EVALUATION CRITERIA shall mean the prime contractor and any proposed subcontractors or consultants.
5. The following instructions apply to the TECHNICAL EVALUATION CRITERIA set forth in Attachment 4:

Criterion A is established to evaluate the offeror's corporate experience in fulfilling the technical requirements identified in the Statement of Work. The offeror shall use the format of Table 1.0 below to demonstrate such experience. In areas where expertise and

capabilities cannot be demonstrated by the offeror, the offeror should provide names and availability of subcontractors and consultants that the offeror intends to use to satisfy the requirements. Report only those projects completed within the past five years.

Table 1.0

Corporate experience in fulfilling the technical requirements of contracts of similar scope, size and type to that specified in the solicitation

If experience is that of other than the offeror, provide name of subcontractor or consultant.

(check one) Subcontractor:_____ Consultant:_____

Name:

Contract, grant, or other vehicle descriptive title (if other, specify), identifying number, and total funding.	
Client (include contact name and phone number)	
Date research initiated and date completed (must be within the past 5 years)	
Description of research accomplishments (not to exceed 100 words)	

Criterion B This factor is established to evaluate the qualifications of Key and P-4 personnel that will perform this requirement.

Subcriterion B.1 is established to evaluate the qualifications of the proposed Project Manager, who must be in the employ of the prime offeror, not a subcontractor, or consultant. The format of tables 2.0, and 3.0 below shall be used to present specific examples of past or current projects relating to the area covered by each subcriterion. Each project example should clearly state the role of the project manager, along with the nature, size and sponsor of the project. **In addition to the information provided under Tables 2.0 and 3.0, a résumé for the proposed Project Manager shall be included as an appendix or in the main body and are subject to the page limitation cited in Item no. 1 of this attachment.**

Table 2.0

Project manager (PL4) experience that demonstrates ability to manage diverse research teams.

Project manager anticipated availability for this contract _____%

Project manager educational background: _____

Type of research team managed (not to exceed 25 words)	Employer	Duties (not to exceed 100 words)	Sponsor name, organization, phone number, amount of funding	Dates - From: To:

Table 3.0

Project Manager (PL4) experience in the research areas described in the SOW

SOW Subcriterion (e.g., A.2)	Employer	Duties (not to exceed 100 words)	Sponsor name, organization, phone number, amount of funding	Dates - From: To:

Subcriterion B.2 is established to evaluate the qualifications and availability of PL-4 personnel proposed to fulfill the requirements of the Statement of Work. Refer to Attachment 6 for a description of personnel qualifications for professional personnel. In detailing past experience for proposed personnel, specific examples of past or current projects relating to each area of the Statement of Work (e.g., A.2) should be presented in the format of Table 4.0 below. Each project example should clearly state the role of the person in the project along with the nature, size and sponsor of the project. **In addition to the information provided under Table 4.0, résumés for PL-4 Personnel shall be included as an appendix or in the main body and are subject to the page limitation cited in Item no. 1 of this attachment.**

Table 4.0

PL4 experience in the areas described in the Statement of Work

Name: _____

Anticipated availability for this contract: _____ %

Educational Background: _____

SOW Subcriterion (e.g., A.2)	Employer	Duties (not to exceed 100 words)	Sponsor name, organization, phone number, amount of funding	Dates - From: To:

Criterion C is established to evaluate the adequacy of the offeror's plan to effectively manage the contract with the evaluation centered on the specific aspects covered by each of the following subcriteria:

For Subcriterion C.1, offerors shall describe the organizational structure, including proposed staff levels, lines of authority and responsibility diagrams. The proposal shall clearly demonstrate the advantages of the offeror's proposed organizational structure and show how the Project Manager will ensure the successful operation of the contract.

For Subcriterion C.2, offerors shall identify the role and responsibilities of each proposed subcontractor (if applicable) and shall demonstrate how each subcontractor will be incorporated into the project team to enhance the offeror's capabilities. Offerors shall describe how communication will be instituted and maintained to ensure coordinated performance among team members. The proposal shall also delineate how the offeror will interact with and coordinate contract activities with the EPA Project Officer and Work Assignment Managers.

For Subcriterion C.3, offerors shall describe the project monitoring system, including a discussion of the scheduling and cost control techniques the offeror will use for the Work Assignments issued under the contract. This discussion must include a summary of procedures for identifying, reviewing, and correcting cost and schedule variances. The offeror shall also describe how the reporting requirements will be met and monitored to ensure strict conformance with the RFP specification. Describe how information from subcontractors and remote teams will be solicited and incorporated to ensure timely, accurate reports.

For Subcriterion C.4, offerors shall describe the project plan to recruit, hire, and retain qualified personnel to perform the requirements of this contract. This discussion must include a summary of procedures for adequate training to ensure that these personnel maintain the requisite level of technical professional skill necessary to perform contract activities.

For Subcriterion C.5, offerors shall describe its plan to manage research activities utilizing staff and subcontractors and to provide reports of data and data quality on schedule (quick response).

Criterion D is established to evaluate the adequacy of the offeror's quality assurance program plan. The offeror shall demonstrate their ability to meet the QA requirements of the Statement of Work, including demonstrating experience in establishing and implementing a QA program. Programs shall be evaluated as to how well they address U. S. EPA's QA requirements, as identified in Attachment 10.

Criterion E is established to evaluate past performance information which the Government will elicit from entities regarding their contractual experiences with the offeror (including subcontractors). Offerors shall list the last five (5) contracts and subcontracts completed during the last three years and all contracts and subcontracts currently in process. References contacted by the Government and used to evaluate past performance are not limited to those identified by the offeror. Offerors shall provide past performance information as required under Section L provision EPAAR 1552.215-75 entitled "Past Performance Information." Offerors shall provide the required information in table format, labeled Table 5.0.

Criterion F is established to evaluate the adequacy and availability of facilities and equipment proposed to fulfill the requirements of the Statement of Work. Offerors shall use the format of Table 6 below to list facilities/equipment they will use in performing the work.

Table 6.0
Facilities/equipment and availability of same for performing the tasks in the SOW

Type of equipment/facility	For use on which SOW area	Location of facility/equipment	Percent availability of facility/equipment

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Criterion G is established to evaluate the offeror's commitment to the inclusion of small and disadvantaged businesses in the proposed work.

(a) For subcriterion G.1, the offeror shall propose targets, expressed only as percentages of the total proposed contract amount in each of the applicable North American Industry Classification System (NAICS) Industry Subsectors, as determined by the Department of Commerce and to the extent authorized by law. The offeror shall use the format of Table 7.0 to provide the requested information.

Table 7.0
Proposed targets for SDB utilization by NAICS subsectors

North American Industry Subsectors Classification	Percent of total proposed contract amount

(b) For subcriterion G.2, the offeror shall provide a total target, expressed only as percentages, for SDB participation by the prime contractor, including joint venture partners and team members.

Table 8.0
Total target for SDB participation by prime contractor

Prime Contractor:	Percent participation:
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(c) For subcriterion G.3, the offeror shall provide a total target, expressed only as percentages, for SDB participation by subcontractor(s). The format of Table 9.0 shall be used to respond to this subcriterion.

Table 9.0
Total target for SDB participation by subcontractor(s)

<u>SDB participant</u>	<u>Percent participation</u>
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NOTE: THE OFFEROR'S RESPONSE TO THIS CRITERION MUST ALSO BE INCLUDED IN THE OFFEROR'S COST PROPOSAL. IN THE COST PROPOSAL OFFERORS SHALL PROVIDE THEIR PROPOSED TARGETS EXPRESSED AS BOTH DOLLARS AND PERCENTAGES OF THE TOTAL PROPOSED CONTRACT AMOUNT FOR G.1, G.2, AND G.3 ABOVE. GUIDELINES AND APPLICABILITY OF THIS PROGRAM ARE OUTLINED IN SUBPART 19.12 OF THE FAR.

5. Offerors are hereby notified that EPA anticipates that Amendment no. 3 will be issued within one week of the effective date of Amendment no. 2 to provide additional solicitation instructions and clarifications.